



# OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

**RALPH T. HUDGENS**  
COMMISSIONER OF INSURANCE  
SAFETY FIRE COMMISSIONER  
INDUSTRIAL LOAN COMMISSIONER

SEVENTH FLOOR, WEST TOWER  
FLOYD BUILDING  
2 MARTIN LUTHER KING, JR. DRIVE  
ATLANTA, GEORGIA 30334  
(404) 656-2056  
[www.oci.ga.gov](http://www.oci.ga.gov)

## Contractors Checklist Frequently Encountered Items that Delay Acceptance of Personnel Work Hoists

- 1) Tower supports shall be anchored to the building at vertical intervals not exceeding 30 feet or in accordance with the manufacturer's design data. Inspect for rust, broken welds, and that all structural members are free of bends or crushed spots. ANSI 10.4 Section 5.4.2
- 2) Pit area to be protected to a minimum height of 8'-0" on all sides. ANSI 10.4 Section 5.3.1
- 3) Counterweight to be protected from a maximum of 12' above the pit floor and a minimum of 6' feet and maximum of 8' above the pit floor ANSI 10.4 Section 12.2
- 4) Machine area shall be protected from weather and secured from unauthorized access. ANSI 10.4 Section 9.3 and NEC 620-71
- 5) Machine working clearances. See NEC 110-16
  - a. 36" from the controller to the wall with non-conductive surface.
  - b. 42" from the controller to the wall with conductive surfaces and with a single leg voltage of 48" and 150 volts.
  - c. 48" from the controller to other electrical devices and with single leg voltages greater than 150 volts.
  - d. Width shall be controller width or a minimum of 30" wide, whichever is greater.
  - e. Height shall be a minimum 78" from the floor
- 6) Main power disconnects shall be capable of being locked in the off position. Shall have overcurrent protection and be within sight of the motor controller. ANSI 10.4Section 24.4 and NEC
- 7) Landings shall be guarded at least 8' high and a minimum of 2'-6" on either side of the moving car or counterweight. ANSI 10.4 Section 5.3.1

- 8) All landing platforms where people may be exposed to falling objects shall be provided with solid overhead protection made of 2" plating or the equivalent. ANSI 10.4 Section 5.6.3
- 9) Railings and toe boards shall be installed on open sides of landing platforms or runways connecting the hoistway or tower to a building or structure. ANSI 10.4 Section 5.6.2
- 10) Landing doors shall be not less than 6'-6" tall and they shall measure no less than 8" from the car threshold. ANSI 10.4 Section 6.1
- 11) Landing doors shall be provided with means of locking the doors so that they cannot be unlocked from the landing. ANSI 10.4 Section 6.2.1
- 12) Personnel elevators shall be permanently enclosed on the top and all sides except those used for entrance and exit. ANSI 10.4 Section 17.2
- 13) Personnel elevators shall have an emergency exit located on the car top. This exit shall be at least 400 sq/in, shall measure not less than 16" on any one side and shall be electrically interlocked. ANSI 10.4 Section 17.6
- 14) Car doors or gates shall guard the full height and width of the entrance openings. ANSI 10.4 Section 18.1.5.3
- 15) Car doors or gates shall be provided with electrical contacts located so they are not readily accessible from inside the car. ANSI 10.4 Sections 18.2 & 18.2.1
- 16) A mechanical lock on car doors or gates shall be provided on doors or gates on the side opposite landings being accessed. ANSI 10.4 Sections 16.2.3 & 16.2.4
- 17) The car of every personnel elevator shall be provided with one or more car safeties. ANSI 10.4 Section 19.1
- 18) All personnel elevators shall be full load tested and inspected at the time of installation and every 90 days thereafter. ANSI 10.4 Section 26.  
\*NOTE: Rack and pinion elevator safeties must have an inspection window or have a date with the safety must be disassembled for testing.